

WIMR & MFCB Room Reservation Guidelines

Last Update - April 2022

Wisconsin Institute for Medical Research (WIMR) & UW Medical Foundation Centennial Building (MFCB)

The Wisconsin Institute for Medical Research (WIMR) and the UW Medical Foundation Centennial Building (MFCB) are sites for a variety of University of Wisconsin School of Medicine and Public Health (SMPH) research activities as well as departmental staff, faculty, and student instruction, meeting, and collaborating.

Building occupants and departments are given priority in scheduling the spaces within their corresponding buildings before general access is available.

Rooms available for reservations are scheduled by the Room Reservations staff via the online enterprise management system (EMS) using the following guidelines:

I. WIMR & MFCB Reservable Space

1. Classroom and conference space can be reserved online. The user or group is responsible for obtaining a room reservation for the total time they will be occupying the space. If the reserved space will not be used for all or part of the reserved time the user is responsible for canceling or editing their reservation to accurately reflect the time the space will be utilized.
2. Space can be reserved by SMPH and other Health Sciences departments, and UW Health (UWH).

II. Priority Order for Room Assignments

1. Timetable courses for SMPH Academic Affairs and SMPH Basic Sciences. Other Health Sciences timetable courses.
2. SMPH Departmental Education, Grand Rounds and SMPH Dean's Office sponsored events.
3. SMPH and UWH recurring weekly, bi-weekly and monthly meetings.
4. Health Sciences student sponsored events.
5. UW Health events.
6. All other events.

II. A. Room Priority within WIMR

1. The UW Medical Physics department receives priority for several WIMR first floor spaces for classroom and program instruction.
2. WIMR building occupants and departments are given priority in scheduling WIMR spaces before general access is available. Review approximate access schedules below.

II. B. Room Priority within MFCB

1. The SMPH Orthopedics & Rehabilitation group receives priority for MFCB 1220 Monday-Friday 6am-9am.
2. MFCB building occupants and departments are given priority in scheduling MFCB spaces before general access is available. Review approximate access schedules below.

III. Additional Priority Parameters

1. Priority within both buildings is also considered for ongoing meetings and events that have historically occupied the same space. The Room Reservations staff does their best to maintain the original request that was received, and if not possible they will reassign reservations to the next best available option.
2. Within MFCB priority is also considered for the department's location in relation to the space they are seeking.

2114	Anesthesiology
3114 & 3156	Urology, Radiology, Pathology
4114 & 4156	Medicine (Gastroenterology, Rheumatology, Endocrinology, Pulmonary, Allergy, Admin)
5114	Medicine (Admin, Pulmonary, Infectious Disease, Nephrology, Information Systems, Education)
6114	Orthopedics, Family Medicine
7114	Neurology

3. Each semester's calendar will open to those priority groups identified above in advance of general access in order to allow for this additional priority. Departments should do their best to submit priority reservations before general access opens. Once this time period closes requests will return to first-come, first-served processing.
4. Room assignments are subject to change by the Room Reservation Group Administrators or Classroom & AV Services to accommodate prioritization conflicts, as well as any changes to Public Health or University guidelines. Administrators will do their best to accommodate all parties.

IV. Reservation Criteria

1. Reservations are made on a first-come, first-served basis with influence from the prioritization listed above.

2. Room assignments are subject to change by the Room Reservations Groups and Classroom and AV Services to accommodate priority order conflicts.
3. Room reservation system users are responsible for canceling or editing any reservations they have submitted that need altering in order to maintain an accurate schedule.
 - i. Cancel all reservations if no longer intending to occupy the reserved space.
 - ii. Edit existing reservations to reflect accurate times of occupancy, number of attendees, intended usage/event type, etc.
4. Users are expected to clean up after their event and return the room to its proper state. CAVS reserves the right to charge users or remove future access if found to not be complying with guidelines.
5. Space is released for reservations according to the below schedule. Exact dates subject to change per CAVS schedule. The most up to date schedule, with exact dates will be displayed within the user's online reservation account.

<u>Semester</u>	<u>Access for Timetable Coordinators</u>	<u>Access Building Occupants</u>	<u>General Access Opens</u>
Sept 1 - Dec 31	January	February	March
Jan 1 - May 31	May	June	August
June 1 - Aug 31	October	November	January

V. Room Reservations and Classroom & AV Services

1. CAVS is responsible for the utilization of shared classroom and conference room space including technology. Staff are available for assistance and training by contacting the CAVS Support Desk in 1240 HSLC, 261-1934 or classroom@hslc.wisc.edu.
 - i. CAVS is open with staff available for assistance Monday-Friday, 7am-5pm.
 - ii. If utilizing a space with unfamiliar technology outside of staffed hours training is recommended. Please contact the CAVS group regarding training.
2. The Room Reservations group is responsible for managing the enterprise management system (EMS) utilized for general SMPH space management. Please visit the [Room Reservations website](#) for additional information or contact them at reservations@hslc.wisc.edu.